

~~SECRET~~~~Security Information~~

MEMORANDUM FOR: General Counsel

SUBJECT: Recruitment Requests

1. You are aware of the procedure for requisitioning individuals required to fill the vacancies within your ceiling authorization. I would like to apprise you of the current status of your requisitions for people as contrasted with the status of your present staffing. The figures I quote are as of 31 May and as of this date slight variations have, of course, occurred.

<u>Ceiling</u>	No. on <u>Duty</u>	No. in <u>Process</u>	Total on Duty <u>and in Process</u>	No. of <u>Vacancies</u>	No. of Recr. Req. <u>Clerical</u>	<u>Other</u>
22	20	2	22	0	1	0

2. You will appreciate that you cannot reasonably expect all those shown "in process" to enter on duty. Our overall experience has been to lose approximately 30% for one reason or the other after security has been initiated. For this reason, the Office of Personnel is currently giving consideration to a plan which would permit over recruiting in order to approach full staffing at the established ceiling level. In the meantime, I urge you to insure that recruitment requests are placed with the Office of Personnel for all positions on which recruitment action is desired. Our recruitment effort can be no better than the job specifications which are furnished us. The recruitment staff is ready to exhaust every possible source in locating qualified individuals for the positions which you require to be filled in order to accomplish your assignment mission.



MATTHEW BAIRD
Acting Assistant Director/Personnel

25X1A

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